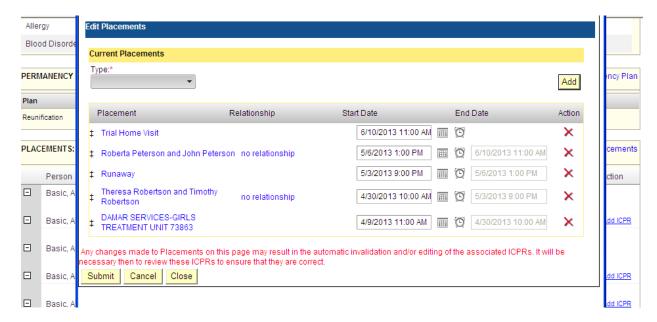|	INDIANA DEPARTMENT OF CHILD SERVICES PROBATION SERVICES MANUAL	
	Chapter 2: Placements	**Effective Date:**
	Section 12: Editing Placements	**Version:** 1

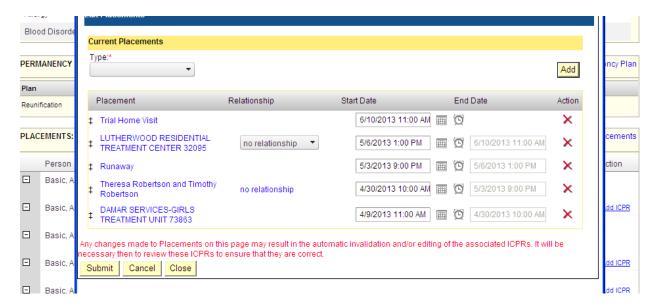| GUIDANCE |
|---|

Edit Placements

If existing placements need to be modified or edited – sequence of placements is incorrect, dates and/or begin time are incorrect, wrong resource ID was selected for the placement or an earlier placement/THV/runaway is missing, use the "Edit Placements".

Plan	Begin Date	End Date	Create Date	Action	
Reunification	04/09/2013	10/09/2013	06/17/2013	Edit	✕

PLACEMENTS: Missing a Resource?   Add Placement   Add Runaway from Placement   Add Trial Home Visit   Edit Placements

	Person	Resource	Start Date	End Date	Action	Action
⊟	Basic, Abby	Trial Home Visit (Basic, Mother)	6/10/2013 11:00:00 AM		View	
⊟	Basic, Abby	Roberta Peterson and John Peterson (no relationship)	5/6/2013 1:00:00 PM	6/10/2013 11:00:00 AM	View	Add ICPR
⊟	Basic, Abby	Runaway	5/3/2013 9:00:00 PM	5/6/2013 1:00:00 PM	View	
⊟	Basic, Abby	Theresa Robertson and Timothy Robertson (no relationship)	4/30/2013 10:00:00 AM	5/3/2013 9:00:00 PM	View	Add ICPR
⊟	Basic, Abby	DAMAR SERVICES-GIRLS TREATMENT UNIT 73863	4/9/2013 11:00:00 AM	4/30/2013 10:00:00 AM	View	Add ICPR

Clicking on the "Edit Placements" opens a pop up screen with all the placement history available to be modified and will also allow the PO to opt to delete a placement (more on this in a bit).
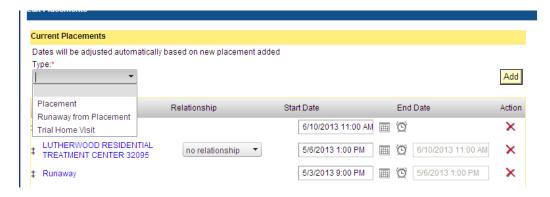
Edit Placements

Current Placements

Type:*

[▼]   Add

	Placement	Relationship	Start Date			End Date	Action
‡	Trial Home Visit		6/10/2013 11:00 AM	🗓	🕐		✕
‡	Roberta Peterson and John Peterson	no relationship	5/6/2013 1:00 PM	🗓	🕐	6/10/2013 11:00 AM	✕
‡	Runaway		5/3/2013 9:00 PM	🗓	🕐	5/6/2013 1:00 PM	✕
‡	Theresa Robertson and Timothy Robertson	no relationship	4/30/2013 10:00 AM	🗓	🕐	5/3/2013 9:00 PM	✕
‡	DAMAR SERVICES-GIRLS TREATMENT UNIT 73863		4/9/2013 11:00 AM	🗓	🕐	4/30/2013 10:00 AM	✕

Any changes made to Placements on this page may result in the automatic invalidation and/or editing of the associated ICPRs. It will be necessary then to review these ICPRs to ensure that they are correct.

Submit   Cancel   Close

- **Incorrect resource ID originally selected –** there is no need to delete an incorrect resource, it can be modified/corrected by clicking on the resource name that appears in "blue". The resource search screen is displayed; enter the type of resource and a portion of the name. "Select" the correct resource from the list and the user is returned to the "Edit Placements" screen where an hourglass is displayed until the selected resource auto populates on the page. Once the resource has been replaced, click "Submit" and the change will be saved to the case. In this example, Roberta and John Peterson have been replaced with Lutherwood Residential Treatment Center.
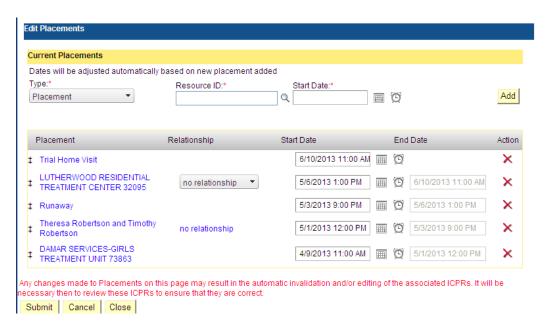
Edit Placements

Current Placements

Type:*

[▼]   Add

	Placement	Relationship	Start Date			End Date	Action
‡	Trial Home Visit		6/10/2013 11:00 AM	🗓	🕐		✕
‡	LUTHERWOOD RESIDENTIAL TREATMENT CENTER 32095	no relationship ▼	5/6/2013 1:00 PM	🗓	🕐	6/10/2013 11:00 AM	✕
‡	Runaway		5/3/2013 9:00 PM	🗓	🕐	5/6/2013 1:00 PM	✕
‡	Theresa Robertson and Timothy Robertson	no relationship	4/30/2013 10:00 AM	🗓	🕐	5/3/2013 9:00 PM	✕
‡	DAMAR SERVICES-GIRLS TREATMENT UNIT 73863		4/9/2013 11:00 AM	🗓	🕐	4/30/2013 10:00 AM	✕

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Submit   Cancel   Close

- **Incorrect State Date/Time** – to modify the start date, click on the calendar next to the existing start date that needs to be changed. Find the correct date on the calendar and click on it. The correct date will auto populate onto the "Edit Placements" screen. To modify the time or to change the default of 12

a.m. to the actual time, click on the clock next to the existing time that needs to be changed. Locate the correct time from the list and click on it. The correct time will auto populate onto the Edit Placements" screen. To save the changes to the case – click "Submit".

- **Missing Placement/THV/Runaway –** if a placement, such as the initial detention center stay was omitted when initially creating the case, or a THV or runaway period has been mistakenly left out, those corrections can also be made using "Edit Placements". Click on the "Type" drop down and select whether adding a placement, a THV or a runaway.

Each selection activates the appropriate pop up screen to enter the data needed – for example if a THV, the data fields will ask the "date returned home" and "with whom is the child during the THV". Complete the data fields and click "Add" to save to the existing placements on the "Edit Placements" screen.
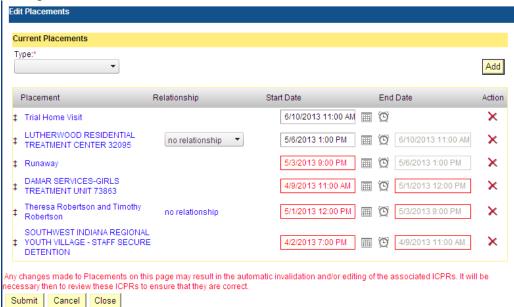

In this example, the detention center stay which immediately preceded the Damar placement was mistakenly omitted. From type, select "placement". Click

on the magnifying glass by the resource ID to search and select the appropriate detention center. Enter the begin date and time and click "Add". SIRYV – Staff Secure is now appearing as the first placement for this youth's case.

Current Placements

Type:*

Placement	Relationship	Start Date	End Date	Action
‡ Trial Home Visit		6/10/2013 11:00 AM		✕
‡ LUTHERWOOD RESIDENTIAL TREATMENT CENTER 32095	no relationship	5/6/2013 1:00 PM	6/10/2013 11:00 AM	✕
‡ Runaway		5/3/2013 9:00 PM	5/6/2013 1:00 PM	✕
‡ Theresa Robertson and Timothy Robertson	no relationship	5/1/2013 12:00 PM	5/3/2013 9:00 PM	✕
‡ DAMAR SERVICES-GIRLS TREATMENT UNIT 73863		4/9/2013 11:00 AM	5/1/2013 12:00 PM	✕
‡ SOUTHWEST INDIANA REGIONAL YOUTH VILLAGE - STAFF SECURE DETENTION		4/2/2013 7:00 PM	4/9/2013 11:00 AM	✕

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Submit Cancel Close

Once all changes have been made to the placement history, click "Submit" to save the changes to the placement history grid.

- **Placements are out of order –** to move a placement to an earlier or later time in the placement history, click on the double arrows in front of the resource name that needs to be moved. Drag that resource to the appropriate location in the sequence and drop. This will cause the begin and end dates/times for all affected placements to turn "pink" – the system is asking the user to reconfirm that the dates/times are correct.

Edit Placements

Current Placements

Type:*

Placement	Relationship	Start Date	End Date	Action
‡ Trial Home Visit		6/10/2013 11:00 AM		✕
‡ LUTHERWOOD RESIDENTIAL TREATMENT CENTER 32095	no relationship	5/6/2013 1:00 PM	6/10/2013 11:00 AM	✕
‡ Runaway		5/3/2013 9:00 PM	5/6/2013 1:00 PM	✕
‡ DAMAR SERVICES-GIRLS TREATMENT UNIT 73863		4/9/2013 11:00 AM	5/1/2013 12:00 PM	✕
‡ Theresa Robertson and Timothy Robertson	no relationship	5/1/2013 12:00 PM	5/3/2013 9:00 PM	✕
‡ SOUTHWEST INDIANA REGIONAL YOUTH VILLAGE - STAFF SECURE DETENTION		4/2/2013 7:00 PM	4/9/2013 11:00 AM	✕

Any changes made to Placements on this page may result in the automatic invalidation and/or editing of the associated ICPRs. It will be necessary then to review these ICPRs to ensure that they are correct.

Submit Cancel Close

In this instance, the Robertson foster family home was moved prior to the Damar placement. The begin dates are clearly out of sync for the two resources that have been swapped but the system is also asking that four begin dates be re-confirmed as noted in "pink". The initial placement date is good – open the calendar and re-click on April 2, 2013. Proceed to each of the dates and select the appropriate date. If the time also needs to be modified, click on the clock. An hour glass will appear that the data is being saved – be patient…..and when all confirmations and/or changes have been made, click "Submit" to save the changes to the case.

	Person	Resource	Start Date	End Date	Action	Action
PLACEMENTS: Missing a Resource?			Add Placement Add Runaway from Placement Add Trial Home Visit Edit Placements			
⊟	Basic, Abby	Trial Home Visit (Basic, Mother)	6/10/2013 11:00:00 AM		View	
⊟	Basic, Abby	LUTHERWOOD RESIDENTIAL TREATMENT CENTER 32095 (no relationship)	5/6/2013 1:00:00 PM	6/10/2013 11:00:00 AM	View	Add ICPR
⊟	Basic, Abby	Runaway	5/3/2013 9:00:00 PM	5/6/2013 1:00:00 PM	View	
⊟	Basic, Abby	Theresa Robertson and Timothy Robertson (no relationship)	4/30/2013 10:00:00 AM	5/3/2013 9:00:00 PM	View	Add ICPR
⊟	Basic, Abby	DAMAR SERVICES-GIRLS TREATMENT UNIT 73863	4/9/2013 11:00:00 AM	4/30/2013 10:00:00 AM	View	Add ICPR
⊟	Basic, Abby	SOUTHWEST INDIANA REGIONAL YOUTH VILLAGE - STAFF SECURE DETENTION	4/2/2013 7:00:00 PM	4/9/2013 11:00:00 AM	View	Add ICPR

The most current placement should not have an end date until the case is finally closed. When closing the case, the "Actual Closing Date" will end date the last placement/THV/runaway.

- **Deleting a Placement –** in the event that a placement cannot be modified/changed using the "Edit Placements", there is the ability for the a placement to be deleted. Please contact the DCS probation services inbox Probation.Services@dcs.IN.gov with the correct placement and dates of placement information.